



Department of Medical Assistance Services
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www.dmas.state.va.us

MEDICAID PROVIDER MANUAL UPDATE

TO: All Hospital providers participating in the Virginia Medical Assistance Program, Health Maintenance Organizations providing services to Virginia Medicaid recipients, and all holders of the *Hospital* Medicaid provider manual

UPDATE: H-02-02

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services

DATE: 10/1/2002

SUBJECT: Update to Second Edition of the *Hospital* provider manual

The purpose of this memorandum is to provide the October quarterly update for Chapter II, Chapter IV, Chapter V, and Chapter VI in your *Hospital* provider manual. The attached table shows the changes to the manual. Please insert the new pages and retain the attached table.

The amendments to Chapter II: (1) update the Table of Contents; (2) update the request for participation information and the participation requirements; (3) update the information on reconsideration and appeals of adverse actions; (3) update the table of contents for the "Exhibits" section; (4) update the Hospital Participation Agreement (FH/REV 09/11/2000) and the Mailing Suspension Request form in the "Exhibits" section; and (5) include formatting changes.

The amendments to Chapter IV: (1) delete all references to "ISP," as this term is no longer used; and (2) include formatting changes.

The amendments to Chapter V: (1) update the Table of Contents; (2) update the information on the replenishment of billing materials; (3) update the information on the submission of billing forms, including the new address, as mailing envelopes are no longer provided; (4) add information on a transfer case and a readmission under "DRG Billing Changes"; (5) update the mailing address for reporting suspected unethical billing information regarding provider fraud, including updating the mailing address; and (6) include formatting changes.

The amendments to Chapter VI: (1) update the Table of Contents; (2) update the information on utilization review and control; (3) update the information on admission certification and the plan of care; (4) update the instructions for obtaining a copy of the DMAS-3006, as DMAS will no longer supply these forms; and (6) update the information on recipient and provider appeals.

Please review these changes carefully.

COPIES OF MANUALS

DMAS publishes searchable and printable copies of its provider manuals and Medicaid memoranda on the Internet. Please visit the DMAS website at www.dmas.state.va.us. Refer to the Provider Column to memoranda. The Internet is the fastest way to receive provider information.

“HELPLINE”

The “HELPLINE” is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The “HELPLINE” numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the “HELPLINE” is for provider use only.

Attachment (1)

HOSPITAL MANUAL
REVISION CHART
October 1, 2002

SUMMARY OF REVISIONS

MANUAL SECTION	MATERIAL REVISED	NEW PAGE NUMBER(S)	REVISED PAGE(S)	REVISION DATE
Chapter II	Table of Contents and Pages 2, 3, 4, 9, 10, and 11; Table of Contents for the "Exhibits" Section; and Pages 1 and 3 of the "Exhibits" Section	4.1	Table of Contents and Pages 2, 3, 4, 9, 10, and 11; Table of Contents for the "Exhibits" Section; and Pages 1 and 3 of the "Exhibits" Section	10/1/02
Chapter IV	Page 3	3.1	Pages 3	10/1/02
Chapter V	Table of Contents and Pages 1, 2, 3, 4, 8, 8.1, and 9		Table of Contents and Pages 1, 2, 3, 4, 8, 8.1, and 9	10/1/02
Chapter VI	Table of Contents and Pages 1, 2, 3, 4, 10, 11, 24, 25, 27, and 28	4.1	Table of Contents and Pages 1, 2, 3, 4, 10, 11, 24, 25, 27, and 28	10/1/02

FILING INSTRUCTIONS

MANUAL SECTION	DISCARD	INSERT	OTHER INSTRUCTIONS
Chapter II	Old Table of Contents and Pages 2, 3, 4, 9, 10, and 11; Table of Contents for the "Exhibits" Section; and Pages 1 and 3 of the "Exhibits" Section	New Table of Contents and Pages 2, 3, 4, 4.1, 9, 10, and 11; Table of Contents for the "Exhibits" Section; and Pages 1 and 3 of the "Exhibits" Section	
Chapter IV	Old Page 3	New Pages 3 and 3.1	
Chapter V	Old Table of Contents and Pages 1, 2, 3, 4, 8, 8.1, 9, 10 and 11	New Table of Contents and Pages 1, 2, 3, 4, 8, 8.1, 9, 10 and 11	
Chapter VI	Old Table of Contents and Pages 1, 2, 3, 4, 10, 11, 24, 25, 27, and 28	New Table of Contents and Pages 1, 2, 3, 4, 10, 11, 24, 25, 27, and 28	